

VACANCY NOTICE

VN# _____					EXPIRATION DATE:
POS. #.	TITLE:	GRADE:	COMPONENT:	LOCATION:	
1. HE 710	Secretary	GS 07*	DCI/HS	Ames	
2. SECRETARY FOR DCI HISTORY STAFF; PROVIDES SECRETARIAL, ADMINISTRATIVE &					
3. RESEARCH SUPPORT FOR CHIEF, DEPUTY CHIEF & FOUR MEMBERS OF HISTORY STAFF:					
4. MAINTAINS OFFICE FILES, & AS RECORDS MANAGEMENT OFFICER ASSISTS STAFF					
5. HISTORIANS IN GETTING AGENCY HISTORICAL DOCUMENTATION; PREPARES COR-					
6. RESPONDENCE, MANUSCRIPTS, ORAL HISTORY TRANSCRIPTS & REFERENCE GUIDES.					
7. QUALS: REQ; KNOWLEDGE OF AGENCY ADMINISTRATIVE PROCEDURES; QUALIFIED					
8. IN TYPING: EXPERIENCE WITH WORD PROCESSING EQUIPMENT OR WILLINGNESS					
9. TO LEARN: FLEXIBILITY & GOOD VERBAL SKILLS.					
10. DES: INTEREST IN HISTORY; RESEARCH, EDITING OR ARCHIVAL EXPERIENCE.					
11.					
FOOTNOTES					STAT
12. *PENDING PMCD GRADE REVIEW					
INQUIRIES DIRECTED TO: NAME-ADDRESS-EXT. OF COMPONENT PERSONNEL OFFICE					
13.	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 250px; height: 60px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 150px; height: 60px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 150px; height: 60px;"></div> </div>				
REQ	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 300px; height: 60px;"></div> <div style="text-align: right;"> <div style="border: 1px solid black; width: 150px; height: 60px;"></div> <div style="margin-top: 10px;">4-8-82</div> </div> </div>				
TYPED NAME AND SIGNATURE OF RESPONSIBLE COMPONENT PERSONNEL OFFICER					DATE

Instructions:

- No multiple or slash grades.
- Use official position title and number.
- Expiration date and VN Number to be completed by OPP&M.
- Line 1. - Information as indicated.
- Lines 2.-7. - Position description.
- Lines 8.-9. - Qualifications required (be specific).
- Lines 10.-11. - Qualifications desired.
- Line 12. - Footnote - Applicant grade levels to be considered, PMCD Review pending, etc.
- Line 13. - Type name of personnel or other responsible officer as point of contact along with address and telephone extension.